



**COUNTY OF PLACER  
CIVIL SERVICE  
COMMISSION**

**DECEMBER 13, 1999**

**CIVIL SERVICE COMMISSION**

SYLVIA BESANA  
RICHARD COSTIGAN, III, Chair  
RON LE DOUX  
WILLIAM STOCKWIN  
JAMES WEBBER, Vice Chair

Nancy Nittler, Personnel Director  
Carol Braun, Executive Secretary

**MINUTES  
5:30 P.M.**

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

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5:10 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with four Commissioner's present. Chairman Costigan absent.

**CLOSED SESSION:**

5:15 PM Review of Recommended Merit Increases

**OPEN SESSION - 5:30 PM**

- I. **CLOSED SESSION REPORT:** Vice Chairman Webber announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by LeDoux and seconded by Stockwin that the merit increases be approved as recommended by the departments. One was denied and to be returned in 90 days. Motion carried unanimously.
- II. **AGENDA APPROVAL:** It was moved by Stockwin and seconded by Besana to approve the agenda. Motion carried unanimously.
- III. **MINUTES OF PREVIOUS MEETING:** Moved by LeDoux and seconded by Stockwin that the minutes of November 8, 1999, be approved. Motion carried unanimously.
- IV. **PUBLIC COMMENTS:** None

V. OLD BUSINESS - None

VI. NEW BUSINESS

A. Reclassification Request/New Classification Specification

1. County Executive Office/Office of Emergency Services

It was moved by Besana and seconded by Stockwin to approve the reclassification of one position of Senior Emergency Services Specialist, range 43.5 to Emergency Services Coordinator, range 49.5; to delete the Senior Emergency Services Specialist classification; and to place the classifications of Assistant Director of Emergency Services and Emergency Services Coordinator in the unclassified service. Motion carried unanimously.

B. Reclassification Request/New Classification Specification/Classification Specification Revision

1. Assessor

It was moved by LeDoux and seconded by Besana to approve the new classification specification of Principal Auditor-Appraiser, range 48.5; the reclassification of one vacant Supervising Auditor-Appraiser position, range 46.5 to a new classification of Principal Auditor-Appraiser, range 48.5; the deletion of the Supervising Auditor-Appraiser classification; and the revisions to the classification specification of Senior Auditor-Appraiser. Motion carried unanimously.

C. Reclassification Requests

1. Health & Human Services

It was moved by Stockwin and seconded by LeDoux to approve the reclassification of one vacant Senior Management Analyst position, range 49.5 to Client Services Program Manager, range 51.5. Motion carried unanimously.

It was moved by Besana and seconded by LeDoux to approve the reclassification of one Cook position, range 33.0 to Senior Cook, range 35.0. Motion carried unanimously.

2. Sheriff

It was moved by LeDoux and seconded by Stockwin to approve the reclassification of one Account Clerk, Entry/Journey, range 34.5 to Senior Administrative Legal Clerk, range 35.5. Motion carried unanimously.

D. Update of Affirmative Action Plan

It was moved by LeDoux and seconded by Besana to approve the Affirmative Action Plan effective January 1, 2000 through December 31, 2000. Motion carried unanimously.

E. Adjustment of Anniversary Date

1. Facility Services

It was moved by LeDoux and seconded by Besana to approve the request from the Department of Facilities Service to change the anniversary date of an employee from April 10 to December 12. Motion carried unanimously.

F. Work Out of Class

It was moved by Stockwin and seconded by Besana to approve the work out of class extensions as listed in the staff memo. Motion carried unanimously.

G. Election of Officers

It was moved by Stockwin and seconded by Besana to nominate Webber as Chairman. Motion carried unanimously.

It was moved by Besana and seconded by Stockwin to nominate LeDoux as Vice Chairman. Motion carried unanimously.

- VII. LEAVES OF ABSENCE: As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

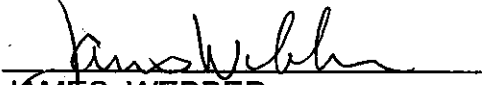
VIII. COMMUNICATIONS

- A. Provisional Appointments -
- B. Staff Reports and Correspondence

Personnel Analyst Kathy Hassell informed the Commission of the rule change to 14.380 regarding removing of Probation Officers from the code section.

- IX. ADJOURNMENT: There being nothing further to come before the Commission the meeting was adjourned. The next regular meeting will be held at 6:30 PM, on Monday, January 10, 2000, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

  
JAMES WEBBER  
VICE CHAIRMAN

  
CAROL BRAUN  
EXECUTIVE SECRETARY